

# Quick Guide

## Web Application

**Dashboard:** Your default landing page and of your analytics.

**Send Mail:** Your default landing page and of your analytics.

**Manage Mail:** Review the statuses of your mail documents.

**Reports:** Generate custom reports based on your criteria.

**Wallet:** Top up your account.

**Support:** For support, guidelines and policy documents.

**Downloads:** Download the latest version of Comms app or Autolink.

The screenshot displays the iMail Comms web application interface. At the top left, the logo 'imail | comms' is shown with the tagline 'Transforming conversations'. The current page is titled 'Send Mail'. In the top right corner, there is a box indicating 'Available Credit £93.72' and a 'Topup' button. A user profile for 'Ryan Hodson' is visible in the top left of the main content area. A left-hand navigation menu lists several options: Dashboard, Send Mail, Manage Mail, Reports, Wallet, Support, Downloads, and Log Out. The main content area is titled 'Getting Started' and features a 'Select a file' section. This section contains three cards: 1) 'Drag or upload your file here' with an 'Upload File' button and a note about supported file types (.pdf, doc, docx). 2) 'Access your media library' with a 'Show' button. 3) 'Go to your media library' with a 'Manage' button. A 'Show' toggle for 'Mailing is pre-addressed' is also present. At the bottom left of the navigation menu, there is a 'Hide' button.